



**The Under Secretary of Energy**  
Washington, DC 20585

October 22, 2002

MEMORANDUM FOR: DISTRIBUTION

FROM: ROBERT G. CARD, UNDER SECRETARY  
OFFICE OF ENERGY, SCIENCE AND ENVIRONMENT

LINTON F. BROOKS, ACTING ADMINISTRATOR  
NATIONAL NUCLEAR SECURITY ADMINISTRATION

SUBJECT: Executive Safety Summit December 3-4, 2002,  
Westfields Marriott Conference Center,  
Chantilly, Virginia

You are cordially invited to attend the 2002 Executive Safety Summit December 3-4, 2002, at the Westfields Marriott Conference Center in Chantilly, Virginia (near Washington Dulles Airport). Pre-registration will begin on the evening of December 2; dinner will be provided for those who pre-register. Wrap-up of the summit will be at 3:30 p.m. on December 4. Attendance at this conference is limited to you and one additional invitee of your choice. This invitee may be a senior manager, individual, or union officer who may contribute to, or gain practical insight from, the conference. For contractor invitees, you are also encouraged to invite a corporate manager from your parent company.

The agenda is being finalized and will be forwarded to you prior to the summit. The first day of the summit will focus on sharing our accomplishments and progress in safety management in the year 2002. Our safety initiative champions and selected line managers will share successes and best practices in the plenary session, and the Secretary is invited to observe this portion of the program and share his comments and outlook at the luncheon. Additional features of the first day will be a video on safely accomplishing DOE missions, external speakers on the successful integration of mission and safety, and an evening reception with a best practices poster session.

The second day will focus on the path forward to institutionalize many of the safety strategies and initiatives, and identifying additional barriers. This day will also feature presentations on the best practices winning posters by the responsible senior managers. We will wrap up the conference with a panel of Assistant Secretaries/Program Office Directors who will address application of safety management initiatives, best practices, and Integrated Management to unique programs, mission, and activities.



Registration for the summit is by invitation only, no later than November 18, 2002. We ask that you be identified as the sponsor for your invitee. Hotel reservations may be made by contacting the Westfields Marriott at (703) 818-0300 or 1-800-635-5666 and indicating you are attending DOE's "Executive Safety Summit." All rooms for the conference must be reserved by November 18, 2002. The Westfields Marriott Conference Center is a full service hotel offering all guests free shuttle service to and from Dulles Airport. Meals will be provided during the summit beginning with a dinner Monday, December 2, in the Fairfax dining room. Federal employees should adjust their travel vouchers accordingly for those meals provided during the summit. Pre-registration will take place between 7:00 p.m. – 8:30 p.m. on December 2.

We look forward to your participation and expect that the conference will clearly define our path forward to implementing many of the initiatives for conducting our mission in a safe and efficient manner.

Any questions or requests related to conference content or logistics should be directed to David Stadler at (202) 586-0307 or Frank Russo at (301) 903-4244.

# ***Executive Safety Summit December 3-4, 2002***

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